



DURHAM CITY-COUNTY INSPECTIONS DEPARTMENT



SINGLE FAMILY/DUPLEX RESIDENTIAL – DECKS

Fill out a building permit application.

- Clearly describe the scope of the project in the “Job Description” – specify area if any part of the proposed deck is to be covered
- Complete the Contractor section. (contractor name, address, phone number, e-mail address, NC state general contractor license number, and Inspections Department Account number - an unlicensed property owner may serve as contractor if the project is under \$ 30,000 or if the application includes a signed and notarized “Owner Exemption Affidavit” form)
- Complete the Job Costs section. (with either the cost or a yes/no by each trade)
- Complete the Property Owner section. (name, e mail and phone number)
- Complete the Well and Septic Tank question section.
- Complete the Architect section. (if applicable)

Include the following with the application:

- If oversize or “full size” plan sets are provided, please submit two clear sets of structurally complete drawings showing footing detail, posts, girders, joists and spacing, decking, attachment methodology to the house and posts, lateral bracing (if required), and guardrail/handrail details. (This may be reduced to only one plan set if the size of the plan set is 8 ½ X 11 or 11 X 17)
- If oversize or “full size” plans are provided for the property, please provide 2 clear and accurate plot plans showing intended location of structure on the lot and the setback distances to the property lines. The plot plan should be no larger than 11x17. (This may be reduced to only one copy of the plot plan if the size of the plan set is 8 ½ X 11 or 11 X 17)
 - If any part of the deck is to be covered and if there are impervious limitations on the property, then the plot plan(s) must accurately reflect the maximum allowable limit, all existing coverage, and proposed maximum after project completion.
- Include the appropriate Lien Agent form when and if required.
 - If owner is not resident and project exceeds \$ 30,000 – form is required
 - If owner is resident and applicant, no form is required

Sign the application in on the Sign-In sheet at the front counter and give your application and plans to one of the permit technicians.

Once the application is logged in to our system, an automated e-mail will be sent to the applicant, general contractor (or architect if no general contractor is listed on the application), containing the application number and a link to the city online services website, where the plan review process can be followed.

Drawings will be reviewed in the order received. Our departmental goal is to provide the initial review of the applications within 5 business days 90% of the time. If there are any problems with either the application or the plans, or if more information is needed, either the applicant, general contractor or the architect will be contacted, via e-mail or telephone and progress from that point on will depend on the level and speed of the applicant's response.

A permit technician will either call or e-mail the applicant or general contractor listed on the permit application, once the permit has been issued and processed for pick up.

There is no charge at the application submittal, but payment is required at the time of pick-up unless the permit is issued to a general contractor who has a charge account.